

GUIDE TO BAY COUNTY GOVERNMENT



Saginaw
Bay



515 Center Avenue
Bay City, Michigan 48708
(989) 895-4130
www.co.bay.mi.us



Produced by
Bay County Administrative Services
and MSU Extension - Bay County
2003



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Guide to Bay County Government

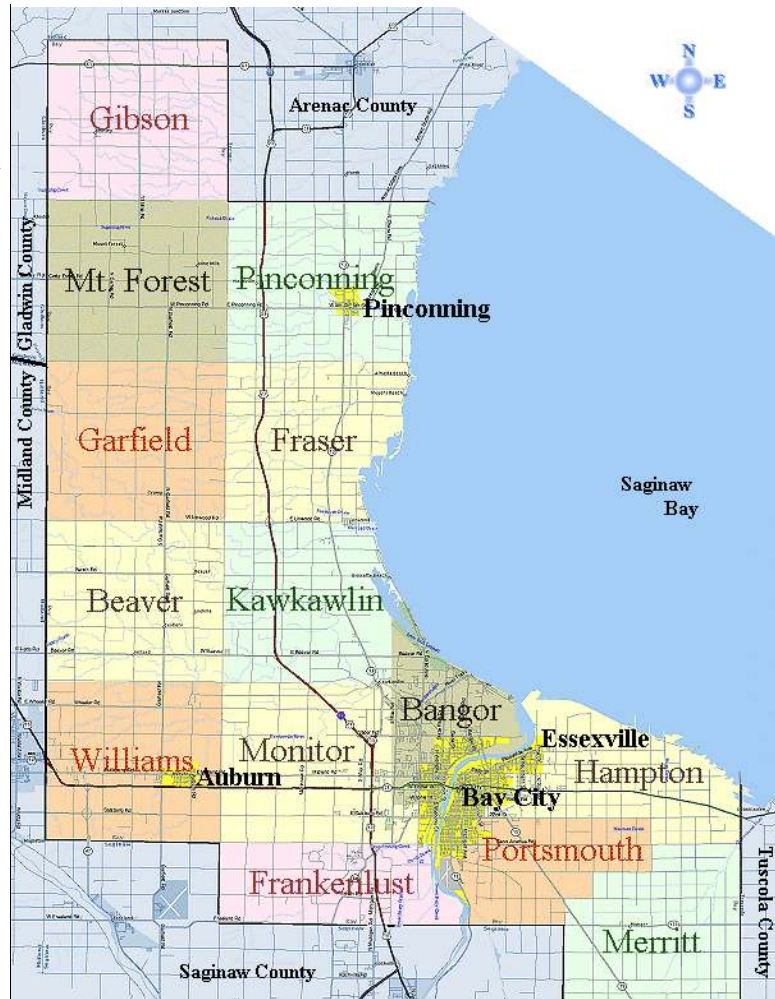
Your County Government

Because government, at all levels, is so broad and provides so many services, many citizens do not know what county government does or what services it provides. That is why we have prepared this publication, to give you an idea of what county government is all about.

As employees and public servants, we are proud of what Bay County government is and what it has accomplished. We believe we have a government that is efficient, cost effective and accountable to the citizens of Bay County.

Government is a business – a business of people helping people. One reason we have succeeded in this business is that there are many talented and dedicated people working in county government. The people who work for Bay County are competent, experienced, and committed to public service. We are challenging them to do an even better job, and they are responding with enthusiasm. As public servants, our job is to serve your needs today and anticipate the needs of the future.

Bay County is at a turning point. Long known as a manufacturing area, Bay County is also gaining acceptance as a destination for families and travelers seeking recreation, and sporting and cultural events. Bay County is welcoming the service and high technology industries of the day. These are exciting times, filled with periods of demanding change, but fueled with promises of new life for Bay County. Throughout it all, Bay County government must do its part to encourage and lead, but most of all, to continue to provide exceptional services to its citizens.



Bay County Online

For your convenience, most Bay County departments and services can be accessed on the Internet, at the Bay County Website. To locate the Bay County Website, direct your browser to the following URL:

www.co.bay.mi.us

Board of Commissioners

Bay County Building
515 Center Avenue, Suite 405
Bay City, MI 48708-5125
Telephone: (989) 895-4120
Fax: (989) 895-4226 (FAX)
E-mail: boardofcomm@baycounty.net

Your county commissioner is your representative in county government. Your commissioner is most effective in representing your concerns at county committee meetings and Board of Commissioners' meetings.

The Board of Commissioners of Bay County is the legislative body and discharges its duties as required by federal and state law. It is the function of the Board of Commissioners to: set policy for the County; adopt and monitor an annual budget; equalize property tax assessments; set fees; contract for a yearly audit of all County funds; and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars. The Board of Commissioners appoints other boards and commissions, adopts ordinances, buys land for county use, sells county-owned property, and enters into contracts and agreements on behalf of Bay County.

The Board of Commissioners meets on the second Tuesday of the month at 9:00 a.m. in the Commission Chambers on the fourth floor of the Bay County Building.

The members of the current Board of Commissioners are:

District 1

Richard L. Byrne (D)
710 E. Whitefeather Rd.
Pinconning, MI 48650
(989) 879-3161 (H)
(989) 879-2121 (W)

District 2

Patrick H. Beson (D)
1946 E. River Rd.
Kawkawlin, MI 48631
(989) 686-2358 (W)

District 3

Scott S. Holman (R)
3003 Evergreen Dr.
Bay City, MI 48706
(989) 686-1205 (H)
(989) 892-0511 Ext. 280 (W)

District 4

Dawn A. Klida (D)
3092 Wilder Rd.
Bay City, MI 48706
(989) 684-5465 (H)

District 5

Michael E. Lutz (D)
1704 Borton Ave.
Essexville, MI 48732
(989) 892-1658 (H)

District 6

Kim Coonan (D)
706 Sidney St.
Bay City, MI 48706
(989) 684-7675 (H)

District 7

Brian K. Elder (D)
915 Fifth St.
Bay City, MI 48708

District 8

Eugene F. Gwizdala (D)
1305 S. Monroe
Bay City, MI 48708
(989) 892-2836 (H)

District 9

Dennis R. Poirier (R)
1265 Orchard Road
Essexville, MI 48732
(989) 895-8857 (H)
(989) 662-4489 (W)

The Bay County Board of Commissioners



Pictured, from left to right, are:

Back Row – Commissioner Richard L. Byrne, Chairman of the Board; and Commissioner Eugene F. Gwizdala, Vice-Chairman.

Middle Row – Deanne Berger, Board Coordinator; Commissioner Brian K. Elder, Commissioner Scott S. Holman; Commissioner Michael E. Lutz; Commissioner Dennis R. Poirier; Bay County Clerk, Linda Tober; and Secretary to the Clerk, Lori Urbancik.

From Row – Robert Redmond, Financial Analyst; Commissioner Kim Coonan; Commissioner Dawn A. Klida; Commissioner Patrick H. Beson; County Executive Thomas Hickner; and Director of Administrative Services, Michael K. Gray (seated).

Bay County Executive

Bay County Building
515 Center Avenue, Suite 401
Bay City, MI 48708
Telephone: (989) 895-4130
Fax: (989) 895-7658
TDD/TTY: (989) 895-4049
Website: www.co.bay.mi.us



Thomas L. Hickner
Bay County Executive

The County Executive as chief administrator has influence over all departments, except those headed by other elected officials. In that manner, the County Executive appoints and supervises all department heads. It is the duty of the County Executive to coordinate all county activities and unify the management of county affairs, enforce all orders, rules, and ordinances passed by the Board of Commissioners, and all laws enacted by the state. In addition, the County Executive must submit to the Board of Commissioners a recommended budget each year.

The County Executive, like other elected county officials, is independent of the Board of Commissioners.

Bay County Mission Statement

Vision: The vision of Bay County Government is to provide a continuously improving quality of life in our community through leadership and services.

Mission: Bay County will provide efficiently, customer and taxpayer-focused, public services that improve the quality of life for Bay County residents.

Administrative Services

Bay County Building
515 Center Avenue, Suite 403
Telephone: (989) 895-4130
Fax: (989) 895-7658
TDD/TTY: (989) 895-4049
E-mail: administrativeservices@baycounty.net
Website: www.co.bay.mi.us



Michael K. Gray
Director of
Administrative Services

The Administrative Services Department, located within the Bay County Executive's Office, was created to help in streamlining the flow of communication through Bay County.

This department consists of the following divisions:

- ◆ Animal Control
- ◆ Buildings and Grounds
- ◆ Emergency Services
- ◆ Information Systems

Administrative Services also serves as ADA Coordinator and ensures compliance with the Americans with Disabilities Act for Bay County. This office also promotes development of the Bay County Website, at www.co.bay.mi.us.

***Pursuant to the ADA (Americans with Disabilities Act),
individuals with a disability who wish to participate in meetings,
may contact the Executive's office to request auxiliary aids/services,
within a reasonable time period.***

If you want to keep up-to-date on what's happening in county government, there are several avenues available:

- ◆ Internet use by viewing the County Website at www.co.bay.mi.us.
- ◆ Attending the monthly Board of Commissioners meetings held the second Tuesday of every month at 9:00 a.m.
- ◆ Bay 3-TV viewing of County activities and events, including the Board of Commissioners meetings.
- ◆ E-mail messages addressed to: administrativeservices@baycounty.net.

Corporation Counsel/Risk Manager

Telephone: (989) 895-4131

Fax: (989) 895-7658

The office of Corporation Counsel/Risk Manager is located within the Bay County Executive's Office. Martha P. Fitzhugh is the attorney appointed as Corporation Counsel/Risk Manager. Debra Russell serves as Legal Coordinator.

Under Bay County's Optional Form of County Government, the County Executive appoints the Bay County Corporation Counsel to perform all civil law functions, and to provide property acquisition services for the county as provided by law. These duties include defending the county against all civil complaints, providing legal opinions, and serving as Bay County's Freedom of Information Act Coordinator.

The Office of Corporation Counsel provides services required by Bay County officials and departments as they carry out the business of the county, such as contract renewal and preparation. The office is not authorized to provide citizens with legal representation for personal matters which are appropriately directed to private attorneys.

As Risk Manager for the Bay County, oversight of liability insurance coverage, risk prevention services, and claims management is provided by this office. Bay County is insured through the Michigan Municipal Risk Management Authority (MMRMA).



**Martha P. Fitzhugh
Corporation Counsel**

County Hotline

Telephone: (989) 895-4118

The Hotline is established for citizens to suggest ways to improve county services or to report alleged fraud or abuse. All calls are confidential.

Office of the Ombudsman

Telephone: (989) 895-4134

The office of the Ombudsman was established to receive, investigate, and seek to resolve all justified citizen complaints against Bay County government. The Ombudsman will provide information and referrals, and recommend alternative action when citizen complaints do not fall within the jurisdiction of service rendered by the County Executive.



**Marie Hayes
Ombudsman**

Animal Control

800 Livingston Avenue
Bay City, MI 48708
Telephone: (989) 894-0679
Fax: (989) 894-0129

Open from 8:00 a.m. through 7:00 p.m., Monday through Friday; and 9:00 a.m. to 1:00 p.m. on Saturday.

When people think of who cares for stray or abandoned animals, they think of Animal Control. However, this department provides many more services to the citizens of Bay County, especially when it comes to protecting the public's health. Animal Control investigates all reported animal bites, quarantines animals that have bitten humans and consults with medical and veterinary medicine professionals, the Health Department and the public when there is a possibility of any transmittable disease from animals to humans. The department is also busy licensing dogs and kennels, conducting an annual dog census, and licensing cats. Enforcing county ordinances and ensuring that state laws are upheld are other duties handled by the Animal Control Division.



Karen Burns
Animal Control Director

Pet Adoption Program

There are many dogs and cats, and a few other species adopted from Bay County Animal Control each year. All adoptions are completed through a contract. By signing the contract, the adopting party agrees to have a dog, cat, or ferret sterilized and rabies vaccinated by a certain date. A licensed veterinarian, of the owner's choice, must perform these medical procedures. All adopted dogs must be licensed by the same designated date. Cats that will remain in Bay County must also be licensed. Other provisions in the adoption contract include providing adequate food, water, shelter and exercise for the animal; professional medical care for the animal; and compliance with state laws and county ordinance.



Bay County Building Authority

Bay County Building
515 Center Avenue, Suite 406
Bay City, MI 48708-5125
Telephone: (989) 895-4120
Fax: (989) 895-4226

The Building Authority, created by the Board of Commissioners in 1975, was originally organized for the purpose of constructing a new law enforcement center. Since their inception, the seven member Building Authority has provided oversight for the renovation of the Bay County Building, renovations to the Law Enforcement Center, and building group homes for the Bay-Arenac Community Mental Health Services Board. The Bay County Building Authority was also responsible for building a Civic Arena, the new Pere Marquette Parking Facility, the new Court Facility, and the 911 Building. Members of the Bay County Building Authority serve six year terms.



Bay Medical Care Facility

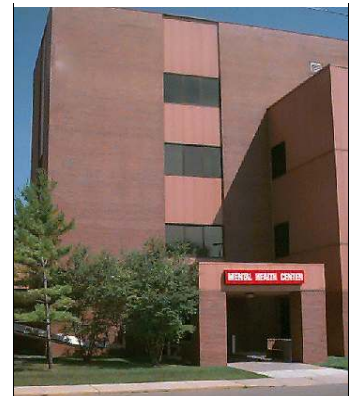
564 West Hampton Road North
Essexville, MI 48732
Telephone: (989) 892-3591
Fax: (989) 6991

In operation since 1962, the Bay Medical Care Facility, which operates under the direction of the Bay County Social Services Board, is a licensed skilled nursing home that provides long-term, highly skilled care, to residents of Bay County who are at least 15 years old. Patients in need of convalescent or specialized cares are usually transferred from a local hospital or a private facility. Other patients admitted to Bay Medical Care Facility may need rehabilitation or be terminally ill and are unable to be cared for at home. The Facility is funded by Medicare and Medicaid reimbursement and private pay insurance.

Bay-Arenac Behavioral Health Authority

201 Mulholland Street
Bay City, MI 48708
Telephone: (989) 895-2219
Fax: 1-800-327-4693

This public agency provides the mental health services for Bay and Arenac counties. Assistance is designed for adults and children with problems in living as a result of emotional disturbance, mental illness or developmental disabilities. Services include crisis and emergency services, screening and referral, outreach, counseling, case management, residential services, day programs, and arrangement for hospital admission when necessary. Substance abuse treatment is not provided. Fees are based on an ability to pay determination. Insurance and Medicaid are accepted.



Buildings and Grounds

Bay County Building
515 Center Avenue, Suite G101
Bay City, MI 48708-5121
Telephone: (989) 895-4097
Fax: (989) 895-4222



Rick Pabalis
Buildings and Grounds
Director

Behind the scenes, the Bay County Buildings and Grounds staff perform all maintenance needs from grounds maintenance at all county facilities (such as the Fairgrounds, Pinconning County Park, and Veteran's Memorial Park ball diamonds), to installing and servicing the mechanical equipment in all facilities. Our goal is not only to repair but to keep equipment updated to stay with present and future technology. The office is busy coordinating scheduled maintenance, facility rentals, and planning for future renovation and expansion projects.

The Fairgrounds

800 Livingston Avenue
Bay City, MI 48708
Telephone: (989) 895-4097 (to schedule events)

The Fairgrounds, by far the most widely utilized county recreational facility, is used year-round for leisure-time activities. Family picnics and reunions, company picnics, car shows and trailer rallies are spotted often at the Fairgrounds. The Bay County Fair, sponsored by the Bay County Fair Board, is held annually at the Fairgrounds in early August. There are also facilities at the Fairgrounds ready for race horse training, ice skating, softball, and sledding. The Fairgrounds Community Building can be rented for wedding receptions, showers, graduation parties, reunions, etc.

Pinconning Park

Telephone: (989) 879-5050

Situated on a 200 acre nature preserve overlooking the Saginaw Bay, Pinconning County Park provides a host of activities.

The park features include 43 modern campsites, seven semi-modern campsites, rental facilities, miles of nature trails, a 25-foot tall observation tower, handicap accessible modern bath house, picnic, beach, and playground areas. Six log cabins were constructed and became available for public use during the 2002 camping season.

The Saginaw Bay, as well as Pinconning, is well known for its boating and year-round fishing opportunities. Walleye, perch, bass, northern pike, blue gill, and crappie are among the many species of fish native to the area. Whether launching water craft from the improved boat launch or enjoying ice fishing during the winter, Pinconning Park visitors are sure to have a great time.

Pinconning County Park is located five miles off I-75 (Exit 181) on Pinconning Road.

911/Central Dispatch

Law Enforcement Center
501 Third Street
Bay City, MI 48708
Telephone: (989) 892-9551 (non-emergency)
Emergencies: 911
Fax: (989) 892-3744

911 provides Bay County with an easily accessible emergency telephone system. When a call is placed to 911, dispatcher computer systems display not only the caller's telephone number, but also the their address, and the name of the head of that household. Thus, even if you are unable to provide dispatchers with all of the information needed, emergency personnel will still be sent to the location of the phone call.



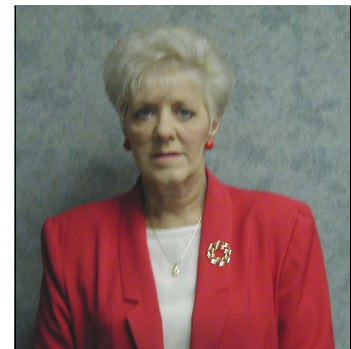
Clerk's Office

Bay County Building
515 Center Avenue, Suite 101
Bay City, MI 48708-5122
Telephone: (989) 895-4280 VOICE
Fax: (989) 895-4284 FAX
TDD/TTY: (989) 895-4049

Births, deaths, marriages, business and professional registrations, and Circuit Court records are filed and maintained by the County Clerk. The Clerk serves as the chief election officer and chief registrar of voter registration, further maintaining the statewide Qualified Voter File (QVF) for 14 jurisdictions within Bay County. In addition, the Clerk programs every election for use of the Optech electronic voting system. Campaign finance reporting requirements are also the responsibility of the Clerk who files and scrutinizes all reports. This office also handles military discharge records, applications for passports, notary public registrations, and concealed weapons permits.

The Clerk is a member of the Apportionment Committee and the Plat Board and also serves as Clerk for the Board of Commissioners, the Gun Board, the Board of Canvassers, Election Scheduling, and Election Commission.

Many area residents use the County Clerk's office for genealogical research, Mondays through Fridays, from 2:00 to 4:00 p.m.



Linda Tober
Bay County Clerk

Bay County Court System

The Michigan Court system is divided into a Supreme Court, a Court of Appeals, a Circuit Court, District Court, and Probate Court. Each court performs a certain role within the legal system as assigned by Michigan law. Most cases are initially tried or heard in the District, Circuit, or Probate courts. These courts are not branches of county government, but are housed by county government. Court employees are county employees.

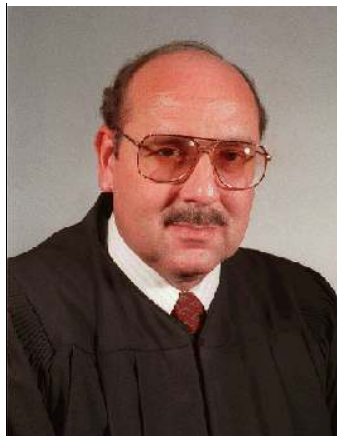
The 18th Judicial Circuit Court

Bay County Court Facility
1230 Washington Avenue, Suite 725
Bay City, MI 48708-5737
Telephone: (989) 895-4265
Fax: (989) 895-4099

Circuit court is the highest trial court in the state. The 18th Judicial Circuit Court consists of three judge seats. It hears all civil cases involving more than \$25,000, and all felony and divorce cases. It also hears appeals from district and probate courts.



Judge Kenneth Schmidt



Judge Lawrence M. Bielawski



Judge William J. Caprathe

Telephones: Judge Schmidt (989) 895-4270; Judge Bielawski (989) 895-4224; Judge Caprathe (989) 895-4267.

Faxes: Judge Schmidt (989) 895-2091; Judge Bielawski (989) 895-2002; Judge Caprathe (989) 895-2090.

Circuit Court Probation

Telephone: (989) 895-4250

The Probation Department of the Circuit Court conducts background investigations (description of offense, defendant's version, criminal history, family, marriage, employment, education, substance

abuse, health, and finances) and prepares a pre-sentence report with a sentencing recommendation to the court on all convicted felons awaiting sentencing. The probation staff provide supervision of felons sentenced to probation to ensure their compliance with the conditions ordered by the court.

Jury Board

Telephone: (989) 895-4272

Ever wonder how you were selected to serve on a jury? It's the responsibility of the three-member Jury Board to follow the procedures provided by law. Potential jurors are selected from state driver's license lists and personal identification cardholder lists, not from voter registration lists, as in the past.

Friend of the Court

Telephone: (989) 895-4295

FAX: (989) 895-4220

The Friend of the Court is established as an arm of the Circuit Court to examine all records and files in divorce cases where orders or decrees have been issued with dependent minor children involved. The Friend of the Court makes recommendations to the Circuit Court on matters concerning custody and support, and receives accounts for and disburses child support and alimony payments.

74th District Court

Bay County Court Facility

1230 Washington Avenue

P.O. Box 10

Bay City, MI 48708-0010

Telephone: (989) 895-4232

FAX: (989) 895-4233

The 74th District Court of Bay County is a court of "limited jurisdiction." The court was established in 1963 by the Michigan Constitution. The 74th District Court began in 1969 and the court's jurisdiction covers the entirety of County of Bay.



Judge Craig D. Alston



Judge Scott J. Newcombe



Judge Timothy J. Kelly

The bench of the 74th District Court is comprised of three judges. Each serves a six year term and one judge is elected every two years. The Chief Judge for the 74th District Court is Judge Craig D. Alston. Judge Alston was elected to his first term in 1984. Judge Scott J. Newcombe was appointed in 1979, and was elected to the court in 1980. Judge Timothy J. Kelly was elected to the court in 2000.

The 74th District Court is responsible for the litigation of Traffic Matters – both traffic civil infractions and traffic misdemeanors (including drunk driving cases) – and criminal matters (both misdemeanors and arraignments for criminal felony cases.) District Court also has jurisdiction in civil cases (non-criminal matters), general civil matters up to the maximum amount of \$25,000; landlord/tenant matters; and summary proceedings, as well as small claims cases (where parties appear without attorneys) up to a maximum amount of \$3,000.

District Court Probation Department

Telephone: (989) 895-4275

FAX: (989) 895-4187

The District Court Probation Department provides information and assistance to the judges of the District Court prior to sentencing, which includes background investigation, criminal record verifications, alcohol assessments, and recommendation for treatment programs. They also monitor and supervise the individual defendants during their probationary period.

Probate Court and Juvenile/Family Division of the 18th Judicial Circuit Court

Bay County Court Facility
1230 Washington Avenue, Suite 715
Bay City, MI 48708-5737
Telephone: (989) 895-4205
Fax: (989) 895-4194

Probate Court deals with administering the estates of deceased persons, safe keeping of wills, mental illness petitions, and determining whether a person will be involuntarily hospitalized for mental illness. It also handles guardianship and conservatorship matters for legally incapacitated persons. Family members are most often designated to act as guardians and conservators for persons with developmental disabilities and legally incapacitated persons. However when family is not suitable or available, the court may appoint the Public Guardian to act as guardian or conservator in these cases. Probate Court also is responsible for directing the administration and processing of the following: authorizations for settlement of actions on behalf of minors, changes of names, determination of heirs, appointments to various public supervisory boards and county offices, and public administrator appointments in certain estates.



Juvenile Division

Telephone: (989) 895-4206

The Juvenile/Family Division of the 18th Judicial Circuit Court is responsible for adoptions, cases involving child abuse and neglect, and offenses committed by children, referred to as juvenile delinquency cases. The court provides probation services and certain restorative/treatment services for juvenile offenders as well as arranging placement in foster care or institutional care for juvenile

offenders and for victims of neglect or abuse. This division also handles adoptions and emancipation of minors in addition to all protective orders and conservatorship for minors including guardianships for minors. Divorces, custody, support and parenting time issues are also handled by the Probate Court Judge when there is an existing open case in the Juvenile Division. The balance of divorces, custody, support and family issues are handled by the Circuit Court judge, who is assigned to the Family Division.

Criminal Defense/Public Defender

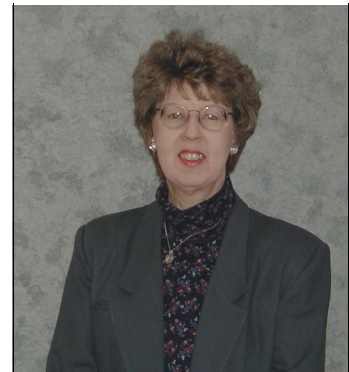
Law Enforcement Center
1230 Washington Ave, Suite 636
Bay City, MI 48708-5734
Telephone: (989) 895-4170
Fax: (989) 4174

The Bay County Office of Criminal Defense provides legal representation to persons who cannot afford a private attorney and are charged with criminal offenses that may result in a jail sentence. Representation, which is ordered by the U. S. Constitution, is generally provided by one of the four staff attorneys with the Office of Criminal Defense, but may be provided by an appointed private attorney.

Division on Aging

Bay County Building
515 Center Avenue, Suite 202
Bay City, MI 48708-5123
Telephone: (989) 895-4100
Fax: (989) 895-4094
TDD/TTY: (989) 895-4049
E-mail: divonaging@baycounty.net

Division on Aging provides services and programs to Bay County residents 60 years of age and older and is funded primarily by a .4999 mill assessment on property taxes. Donations from senior citizens and grants from the state and federal government also help pay for some programs offered by the division.



Rebecca Reimann
Division on Aging
Director

Case Coordination and Support

Case Managers are employed under this program to interview and assess the needs of older residents. The service is targeted to home-bound, frail, and minority elders with limited family support. Seniors are made aware of programs provided by the Division on Aging and other community agencies that will help them maintain their independence.

Handyman Service

Storm windows can be changed, leaky faucets fixed, and other odd jobs handled by individuals employed through Division on Aging. Fees for services are determined by income on a sliding fee scale and materials used in the repairs are usually paid for by the senior homeowner.

Home Delivered Meals

Home delivered meals are available to home-bound individuals in Bay County five days a week with options for weekend meals. Recipients must be 60 years of age or older, or the spouse of a person at least 60 years old who does not leave the home under normal circumstances. The recipient must also be unable to prepare full meals and have no adult living in the same building or area who is willing to prepare all meals. There is a suggested donation for the service. Individuals receiving home delivered meals must be able to feed themselves. Division on Aging also offers a low-fat, low-sodium “Eat Smart” home delivered meal for those with dietary restrictions.

Homemaking Services Program

If you know a senior who needs help with routine household tasks, this program may be able to help. Chores, such as vacuuming, light cleaning, laundry, and grocery shopping are done by several part-time homemakers to maintain minimum health and safety standards in the home for seniors who meet certain physical, social, and income requirements. Clients are encouraged to make a contribution to the program.

Information and Referral

The staff members of the Division on Aging Information and Referral Service try to answer questions and solve problems for callers or visitors who stop by the office. The staff can also help with identification pictures for seniors, *Wonderful Times* subscriptions, Lions Club assistance for eye care and hearing aids, and the Vial of Life. The Vial of Life is a packet containing an individual’s personal and medical information and is intended to be used when a senior in an emergency situation and is unable to communicate.

Prescription Drug Discount Card Program

In April 2002, Division on Aging began participating in the National Prescription Health Plan and Senior Discount Card Program. Bay County residents who aged 60 or older as of January 1, 2002, may sign up for the card through Division on Aging. There is a \$12.00 per person annual fee. If an individual furnishes a copy of his or her tax credit form that confirms annual income below the published poverty level, the \$12.00 annual fee will be waived.

Division on Aging currently serves as a Help Center for the Michigan Elder Prescription Insurance Coverage (EPIC) Program. The EPIC program is administered by the Michigan Department of Community Health and all eligibility guidelines and determinations for enrollment are made by this Department.

Senior Dining Centers

Eight dining centers throughout the county not only provide a nutritious meal, but fun and fellowship as well. Most meals are served cafeteria style at noon. Hampton Senior Center also serves dinner at 5:00 p.m. for those who prefer an evening meal. All individuals 60 years of age or older and their spouses are welcome to attend the dining center programs. There is a suggested donation and diners are encouraged to bring their own table service. Reservations are needed one day in advance. Contributions from individuals, property taxes, and federal reimbursements fund the program.

Bay County's Senior Dining Centers

Fraser Sunshine Center

1474 Mackinaw Road
Linwood, MI 48634
Telephone: (989) 697-3001
9:30 a.m. to 1:30 p.m. Mon., Tues., Thurs.

Bangor Senior Center

3921 Wheeler Road
Bay City, MI 48706
Telephone: (989) 684-6956
9:00 a.m. to 1:00 p.m. Tues. thru Fri.

Farragut Rainbow Center

301 N. Farragut
Bay City, MI 48708
Telephone: (989) 892-6605
9:30 a.m. to 1:00 p.m. Wed. thru Fri.

Riverside Friendship Center

800 John F. Kennedy Drive
Bay City, MI 48706
Telephone: (989) 893-7070
9:00 a.m. to 1:00 p.m. Mon. thru Fri.

Mt. Forest Township Hall

1705 W. Cody Estey Road
Pinconning, MI 48650
Telephone: (989) 879-4352
9:00 a.m. to 1:00 p.m. Mon. thru Fri.

Hampton Happy Hearts Center

801 W. Center Road
Essexville, MI 48732
Telephone: (989) 895-5968
10:15 a.m. to 2:00 p.m. Mon. thru Fri.
2:00 to 6:00 p.m. Mon. thru Fri.

Kawkawlin Township Hall

1800 E. Parish Rd.
Kawkawlin, MI 48631
Telephone: (989) 686-5127
10:00 a.m. to 1:30 p.m. Wed. thru Fri.

Williams Township Hall

1080 W. Midland Road
Auburn, MI 48611
Telephone: (989) 662-6521
9:30 a.m. to 1:30 p.m. Mon. thru Fri.

Socialization and Recreation

Division on Aging plays a supportive role in a variety of social opportunities planned for seniors. These include music and dances, picnics, speakers, special events, exercise and group activities, and recreational games.

Tax Help

Several community members have volunteered to help seniors complete their state tax credit forms. Contact Division on Aging to find the location, date, and time when volunteers are available during tax season.

Volunteer Program

Division on Aging has always relied on volunteers to help at dining centers and prepare mailing *The Wonderful Times*. Volunteers also assist in tax preparation, friendly visitor programs, and home-delivered meals. If you're interested in volunteering, call (989) 893-5834 and ask for the Volunteer Coordinator.

The Wonderful Times

Division on Aging prints a monthly newsletter, *The Wonderful Times*, which is distributed to dining centers and is mailed to Bay County residents aged 60 and over. The newsletter includes information on upcoming events, menus, activities, and program information.

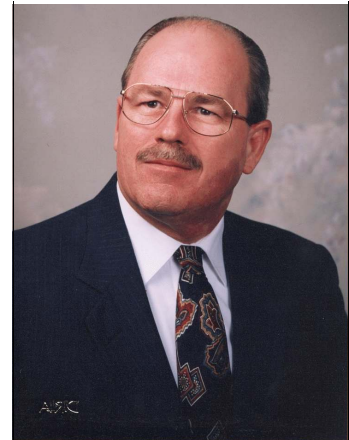
Bay County Drain Commissioner

Bay County Building
515 Center Avenue, Suite 601
Bay City, MI 48708-5127
Telephone: (989) 895-4290
Fax: (989) 895-4292

The Drain Commissioner is an elected position responsible for construction, operation and maintenance of approximately 1,200 miles of established county storm water drainage systems. These systems are serviced by 28 storm water pumping stations and several regional storm water retention facilities. The Drain Commissioner is responsible for all drain constructed under Public Act 40 of 1956, that being the Michigan Drain Code. The Drain Commissioner is responsible for establishment and construction of new drains when petitioned for by landowners and local units of government.

The Drain Commissioner must also comply with the many newly created State and Federal environmental laws that have been enacted over the years in performance of the duties of the offices.

The County Board of Commissioners is responsible for providing adequate funding for the general day-to-day operation of the Drain Commissioner's office. Revenue for improvements on drains is generated from special assessments, grants, etc.



William H. Rosebush
Drain Commissioner

Emergency Services

Bay County Building
515 Center Avenue, Suite 404
Bay City, MI 48708-5125
Telephone: (989) 895-4112
Fax: (989) 895-7658

When it comes to disasters, the Office of Emergency Services (OES) is here to provide the citizens of Bay County with protection and a plan of attack. OES provides education in disaster survival techniques, develops and maintains an Emergency Operations Center and Public Warning System, develops disaster plans, conducts tornado safety inspections, prepares for and coordinates relief during any disaster, and develops procedures for accidents involving hazardous materials.



Paul Cormier
Emergency Services
Director

Environmental Affairs and Community Development

Bay County Building
515 Center Avenue, Suite 501
Bay City, MI 48708-5126
Telephone: (989) 895-4135
Fax: (989) 895-4068

It's no secret that Bay County's quality of life could be improved by focusing on critical water quality and natural resource issues. With that in mind, county government established this department and directed it to coordinate and facilitate the participation of local government officials, farmers and agribusiness representatives, recreational users, local environmental groups, business and economic development organizations, and the public to increase community awareness and involvement.

The department also encourages conservation and reasonable use of natural resources and is responsible for implementing several recreational and educational access projects for Bay County. This department seeks and receives a variety of grants for such projects, and is also responsible for updating the Solid Waste Management Plan as defined by the Michigan Department of Environmental Quality.

Environmental Affairs and Community Development has the following divisions under its administration: Geographic Information System (GIS), Gypsy Moth Suppression, Housing Rehabilitation, Mosquito Control, Remonumentation, Soil Erosion and Sedimentation Control, and Transportation Planning.

Additionally, the following ongoing committee work and board activities are undertaken: Partnership for the Saginaw Bay Watershed, Waterfront Task Force, the Bay Area Community Foundation Environmental Committee, Saginaw Bay RC&D Council, Saginaw Bay Advisory Council, Saginaw Bay Watershed Initiative Network (WIN), Saginaw Bay Land Conservancy, and the Bay Area Land Use Task Force.



Laura Ogar
Environmental Affairs
and Community
Development Director

Geographic Information System (GIS)

Bay County Building
515 Center Avenue, Suite 505
Bay City, MI 48708-5126
Telephone: (989) 895-4064

A geographic information system (GIS) is a computerized mapping system that also contains a large database of information about the areas mapped. Examples include water well locations, FEMA flood plain boundaries, current tax parcels, as well as soils, aerial photographs, wetlands, and a variety of other information. This creates the ability to map specific pieces of information about an area, or to have the computer seek its database and provide mapped information as its output. GIS is a powerful tool for integrating information electronically.

GIS systems are becoming the standard of the future, and Bay County is advancing in development and use of this technology. Potential applications include: emergency response management, business-related demographic information, and management of public utilities such as electrical lines and water mains. Staff is available to assist with mapping requests and potential applications of the information layers in the GIS system.

Gypsy Moth Suppression Program

Bay County Building
515 Center Avenue, Suite 504
Bay City, MI 48708-5126
Telephone: (989) 895-4195

The purpose of the Gypsy Moth Suppression Program is to protect Bay County's highly valued trees from the damaging effects of the gypsy moth caterpillar. Gypsy moth populations can build to intolerable levels in a short time. When this build-up occurs, the caterpillars will defoliate large trees in a few weeks, invade yards and recreational areas, and become a general nuisance to people living in infested areas.

Services offered by the Gypsy Moth Suppression Program include: monitoring all wooded and residential areas of Bay County for the presence of gypsy moth life stages, conducting suppression/control activities in heavily infested areas of the county, evaluating treatment results, and conducting educational programs for schools, property owners, and local civil groups.

The program utilizes Bay County Pinconning Park as a staging area for many of the educational presentations, which include information on the life cycle of the gypsy moth and methods for control. The Bay County Gypsy Moth Suppression Program also participates in the Michigan Department of Agriculture's (MDA) grant program to reduce the cost of the program for Bay County taxpayers.

Housing Rehabilitation

Bay County Building
515 Center Avenue, Suite 502
Bay City, MI 48708-5126
Telephone: (989) 895-4138

The mission of the Housing Rehabilitation Division is to conserve and improve housing stocks in Bay County for moderate- to low-income home owners. With funds provided by the Michigan State Housing Development Authority (MSHDA), an applicant, depending on their income level, can obtain a three percent (3%) monthly repayment loan or a zero percent (0%) deferred loan that is repaid at the time of ownership or occupancy change. The maximum loan amount is \$25,000, which is used for the elimination of Section 8, local, and state building code violations and other necessary repairs or improvements.

The long-term goal of the Housing Rehabilitation Division is to create a mortgage pool large enough to become self-funding through re-using its recaptured program funds. The Housing Rehabilitation Division also coordinates with other governmental and non-profit agencies to improve housing in the community for its citizens.

Please call the above telephone number for more information on all housing programs. If you live within the city limits of Bay City, contact Bay City Redevelopment, and director Debbie Kiesel, at (989) 894-8158.

Remonumentation Program

Bay County Building
515 Center Avenue, Suite 507
Bay City, MI 48708-5126
Telephone: (989) 895-4064

The Bay County Remonumentation Program, approved by the Bay County Board of Commissioners in July 1992, calls for a total of 1,800 General Land Office (GLO) survey corners to be remonumented. The Remonumentation Program is the result of Act 345 of 1990 (the State Survey and Remonumentation Act) that became effective in January 1991. The act provides for the remonumentation of the original U.S. public land survey corners that serve as the basis for all public and private property locations in Michigan.

Act 346, which went into effect January 1992, is a companion act to 345 and authorizes the collection of fee revenue to fund the program. The Bay County plan will also establish a High Accuracy Reference Network (HARN) B-Order Station through the National Oceanic and Atmospheric Administration (NOAA), the National Ocean Service (NOS), and the National Geodetic Survey (NGS).

Through grant year 2000, the Bay County Remonumentation Program has reestablished 838 corners of an estimated total of 1,900 corners. The program utilizes local surveying firms for the research, presentation of evidence to a peer review group, and the final placement of a permanent marker for each corner completed. Approximately 100 corners have been completed per year since the start of the program.

Soil Erosion and Sedimentation Control

Bay County Building
515 Center Avenue, Suite 506
Bay City, MI 48708-5126
Telephone: (989) 895-4128

Sedimentation is the product of uncontrolled erosion and is a significant pollutant of our lakes, streams, and drain systems. With construction being one of the major causes of soil erosion in Michigan, steps have been taken to control the amount of sedimentation that enters our waterways through Public Act 347, and Bay County Ordinance No. 33. Therefore, a soil erosion permit is required for an earth change that disturbs one or more acres according to P.A. 347, and less than one acre according to Ordinance No. 33. The Soil Erosion Division is available to answer any questions concerning erosion control methods and to work with the public on new construction projects.

Transportation Planning

Bay County Building
515 Center Avenue, Suite 504
Bay City, MI 48708-5126
Telephone: (989) 895-4110

The Transportation Equity Act for the 21st Century (TEA-21) requires a continuous, cooperative, and comprehensive transportation planning process in all urbanized areas of the United States with a population of more than 50,000. The flow of federal transportation funds is dependent on the continuation of a certified planning process.

The Transportation Planning Division is responsible for fulfilling these duties. The division prepares required annual reports, develops a Transportation Improvement Program (project list), reviews and updates the 2025 Transportation Plan, provides staff coordination for the Bay City Area Transportation Study (BCATS), and conducts various transportation studies in the community.

The division also works closely with the Michigan Department of Transportation, the Bay Metro Transit Authority, the Bay County Road Commission, and the cities of Bay City and Essexville to plan for the safe and efficient movement of people and goods throughout the Bay County area. In addition, the Division prepares an area-wide annual traffic count report.



Gary Stanley
Director

Equalization

Bay County Building
515 Center Avenue, Suite 602
Bay City, MI 48708-5127
Telephone: (989) 895-4075
Fax: (989) 895-4078

The Equalization Department helps the Board of Commissioners in establishing the equalized property tax base for Bay County. They compile sampling data, reports, and statistics on property valuations. Equalization acts as the county assessor and annually updates the appraisal file, assesses districts that do not have an assessor, helps the assessing districts in appraising, computing and listing property for assessing purposes, and annually updates the land file and checks certified tax rates for schools, townships, cities and county before the tax bills are printed.

The Equalization Department is responsible for 32,000 descriptions for tax bills. This does not include the additional 15,000 descriptions produced by the City of Bay City.



Equalization Staff:
(From left) Bob Pelletier,
Andrea Studders, Bill
Deaton, and Don Walsh

Finance Department

Bay County Building
515 Center Avenue, Suites 701 - 708
Bay City, MI 48708-5128
Telephone: (989) 895-4030
Fax: (989) 895-4039
TDD/TTY: (989) 895-4049



Michael Regulski
Director

The Accounting/Purchasing Division of the Finance Department is a service division which provides accounting, financial, and purchasing services to all county departments and funds. Accounting maintains a system of accounts to accumulate, classify, and report on the financial activities of the county's various funds and departments. The system provides for the proper accounting of assets, liabilities, revenues, and expenditures which facilitates the preparation of financial reports to be submitted to the Board of Commissioners, the County Executive, the Federal Government, and the State of Michigan. Other duties performed by the Accounting Division include: internal audits; financial forecasting; development of fiscal policies; the design and implementation of accounting and financial reporting systems; preparation of the Comprehensive Annual Financial Report; maintaining a property and equipment (fixed assets) inventory; issuance of bonds; servicing and accounting for the county's long and short term debt; facilitates the annual budget process; and provides a centralized accounts receivable function which is responsible for invoicing, monitoring and collecting all funds due for goods and services provided by all county departments and funds.

Purchasing provides for centralized purchasing of all materials, equipment, supplies, and services required by all departments and funds. The goal of the Purchasing Division is to maximize the purchasing value of public funds in the procurement process and to provide for the fair and equitable treatment of all involved in public purchasing by Bay County. Purchasing also informs and provides guidance to all involved in public purchasing regarding the application of the policies and procedures to be adhered to in the procurement of products and services; provide safeguards for maintaining a procurement system of the highest quality and integrity; and ensures that expenditures are incurred and recorded timely in compliance with the annual budget as adopted and amended by the Bay County Board of Commissioners via the General Appropriation Budget Act Resolution.

The **Payroll/Benefits Division** of the Finance Department administrates payroll functions and a variety of employee benefits. The administration of payroll includes processing bi-weekly payroll checks, timely filing of all payroll taxes and forms, and the accurate maintenance of employee records. The county offers a variety of benefits to employees which are also administered by the staff in this division. Those benefits include the Bay County Employees' Retirement System, 401(k) Plan, 457 Plan, Health and Life Insurance, Flexible Spending Plan, Workers' Compensation, Sickness and Accident (short term disability plan), and the Voluntary Employees' Beneficiary Association (VEBA – post-retirement healthcare fund). In general, the day-to-day administration of employee benefits requires the timely remittance of contributions, answering employee questions, corresponding with consultants and representatives, and maintaining accurate employee records. On an annual basis the administration of benefits may require the issuance of an actuarial valuation and the preparation of reports that are incorporated into the county's financial statements.

The function of the **Budget/Grant Division** of the Finance Department is to apply accounting principles in all aspects of the budgeting process in order to assist the executive, legislative, and judicial branches of Bay County in the rational allocation of county resources pursuant to Public Act 139 of

1973, the Unified Form of County Government Act, Public Act 621 of 1978, and the Uniform Local Budgeting Act.

Specific duties relating to the budget can be divided into three areas: 1) financial planning 2) budget administration, and 3) information requests. Grant accounting involves the preparation and submission of financial reports to various state and federal agencies for reimbursement. Additional duties of this division include accounts payable and single audit reporting.

Health Department

1200 Washington Avenue
Bay City, MI 48708
Telephone: (989) 895-4001
Fax: (989) 895-4014

The mission of the Bay County Health Department is to improve the community's quality of life by the promotion of optimum health through the development of an efficiently organized, adequately staffed, and effective health department. The goal of public health administration is to establish and maintain a community focus on public health through the development of an efficiently organized, adequately staffed and effective health department.

The Health Department was created to meet the needs and the expectations of all citizens in Bay County. Many of the services are free of charge while others are based on income, eligibility criteria, and fee for service. The following programs are provided by the Bay County Health Department.



Rick Dryzga
Director

Childhood Lead Poisoning Prevention Program

Telephone: (989) 895-2039

The Childhood Lead Poisoning Prevention Program screens children six months through six years old for exposure to lead. Lead poisoning is one of the most common and preventable health problems to children of any social, economical, or racial background. Lead was widely used as a composite prior to 1978, primarily in paints and plumbing units. In Bay County over 17% of the houses were built before 1979, and 55% were built before 1955, totaling 72% of all homes having a percentage of lead paint.

Children's Special Health Care Services

Telephone: (989) 895-4005, Ext. 4

A program for children and some adults with special health care needs and their families. It primarily provides medical specialty care to those with chronic health conditions. Emphasis is made on family-centered, community-based, coordinated care. The program helps with appropriate specialized medical treatment, diagnostic evaluations, medications, equipment, supplies, respite care, assistance with transportation and meals/lodging (related to the provision of services). The Family Support Network and the Children's Trust Fund are also a part of this program and provide assistance to families.

Communicable Disease

Telephone: (989) 895-2018

The Bay County Health Department plays a key role in efforts to control communicable diseases. The public health system depends upon reports of disease to monitor community health and to provide the basis for preventive action. Examples of reportable diseases include: measles, polio, diphtheria, hepatitis A, salmonellosis, botulism, and tuberculosis.

Environmental Health

Telephone: (989) 895-4006

Office Hours: 8:00 a.m. to 12:00 p.m., and 1:00 to 5:00 p.m.

This division promotes public health through the management and control of environmental conditions. Services provided include: campground inspections, child and adult foster care home inspections, surface water quality management, loan evaluations, food service sanitation, household hazardous waste management, non-community water supply operation, on-site wastewater management, on-site water supply management, public swimming pool inspections, subdivision land plat approval, and temporary and mobile food licensing.

Family Planning/Women's Health Services

Telephone: (989) 895-4015

Family Planning/Women's Health Services is a federal and state funded program designed to provide medical, nursing, social, and education services. Services include education, physical examinations, diagnostic laboratory testing, contraceptives, and teen services.

Health Screening

Telephone: (989) 895-4003

The HIV/STD program provides a needs assessment of individual clients and plans for appropriate care. Services include: HIV pre/post counseling/testing and risk reduction planning, client/partner notification of positive test results, counseling/diagnosis/treatment of sexually transmitted diseases (STDs), pregnancy testing, and Hepatitis B vaccine administration. Appropriate referrals are made as necessary. All services are provided while maintaining strict confidentiality. Testing provided is confidential or anonymous.

Hearing/Vision Screening

Telephone: (989) 895-4003

Children can have their hearing checked by certified technicians before they enter school through the Bay County Health Department. Technicians go directly to schools in grades K, 2, 4, and 6. Children who do not pass the hearing tests are referred to a diagnostic hearing clinic held at the Health Department. Vision screening is provided to children between the ages of three and five and to those in grades 1, 3, 5, 7, 9, and 11. If a child does not pass the vision test, he or she is referred to a physician for more extensive vision testing.

Home Health Care Services

Telephone: (989) 895-4005

Home Health Services provides skilled medical services within the comfort and security of an individual's home. Our program is designed to add emotional and physical support to homebound clients. Home Health Services has a 24-hour, on-call service, and is certified by Medicare, Medicaid, and Blue-Cross. Services include: skilled nursing; occupational, physical, and speech therapy; medical social service, home health aides, and respite care.

Immunization Clinic

Telephone: (989) 895-4009

Immunizations are provided to children of Bay County to prevent widespread occurrence of vaccine preventable diseases, such as: hib, polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis B, and Chicken Pox, (for those meeting eligibility). Our clinic also provides county residents influenza and pneumonia vaccinations for people over 18 years, TB testing, Hepatitis A and B, and meningococcal vaccines. Call for clinic hours. No appointment necessary.



Laboratory

Telephone: (989) 895-4013

The Bay County Health Department laboratory provides testing and diagnostic analysis to Health Department programs, including testing for sexually transmitted diseases, throat cultures, cholesterol screening, lipid profiles, glucose screening, and pregnancy testing. Complete blood counts and urinalysis are preformed by the physician's order. The Bay County Health Department lab also tests well water for fecal coliform, measures bacterial counts of public swimming pool water, and analyzes water from rivers, beaches and streams for suspect contaminations. Call for hours.

Maternal/Infant Support Services

Telephone: (989) 895-4004

Fax: (989) 895-2073

Maternal Support (MSS) and Infant Support (ISS) are voluntary, supportive, and educational health care programs certified by Michigan Department of Community Health. The purpose of the MSS program is to reduce the complications of pregnancy, the rate of low birth weight infants, and infant deaths. The purpose of the ISS program is to provide preventive health care and information regarding infant growth and development.



The MSS and ISS programs provide psycho-social and nutritional assessments, plan of care development, multi-disciplinary team services consisting of a qualified Social Worker, Registered Dietitian, and Public Health Nurse. Transportation can be arranged, as needed, for obstetrical or pediatric-related appointments for clients. Referral arrangements are coordinated with medical care providers, and childbirth education payment assistance is available to those enrolled.

MIChild/Healthy Kids Health Insurance and Maternity Outpatient Medical Services

Telephone: (989) 895-4008

MIChild is a health insurance program. It is for uninsured children of Michigan's working families. MIChild services are provided by many HMOs and cost only \$5.00 per month to qualifying families. Based on family size and income.

Healthy Kids (Medicaid) insurance helps pay for medical care, prescriptions, and related lab tests for children under 19 years of age, pregnant women during pregnancy, and for two months after pregnancy ends.

Maternity Outpatient Medical Services (MOMS) is a new name for an old insurance. MOMS replaced the old title Non-Medicaid MICH-Care. MOMS covers pregnant women during pregnancy and for two months after pregnancy ends. MOMS is for women who are at 185% or below the Federal Poverty Level and are not eligible for full Medicaid and meet one of the following criteria: teenager under the age of 17; emergency service only for non-resident aliens, who are illegal aliens, or who have failed to provide proof of citizenship status; and women who are incarcerated/institutionalized for longer than one calendar month.

Public Health Nursing

Telephone: (989) 895-4009

The Public Health Nurse provides consultant and direct services to families, schools, and other social/health agencies, participates in community health in-services/projects as related to STD's, HIV, communicable disease, immunizations, Children's Special Health Care Services, women's health issues, and health promotional fairs.

Successful Futures

Telephone: (989) 895-4017

Toll Free: 800-792-7178

Successful Futures is a "zero-to-three" secondary prevention program that serves pregnant women, infants, and children under the age of four. Referrals and resource coordination is extended to families with children under six. The program is offered free of charge to all families with an identified risk regardless of income or insurance status. Services include: family screening, assessment, resource coordination, home visits from a Maternal Child Nurse, parenting education, and developmental newsletters.

Women, Infants, and Children (WIC)

Telephone: (989) 895-4002

Women, Infants, and Children (WIC) is a supplemental food and nutrition program available to families with children under the age of five, or women who are pregnant or breastfeeding. WIC services low to moderate income families and provides a combination of nutrition education, supplemental foods, breastfeeding promotion and support, and referrals for health care. Many infants and children have a greater opportunity for proper growth and development because of the WIC program. WIC is a wise investment!

Bay County Housing Commission

798 North Pine Road
Essexville, MI 48732
Telephone: (989) 895-8191
Fax: (989) 895-4068

The Housing Commission operates Center Ridge Arms, a 100-unit apartment complex, which was built with U.S. Housing and Urban (HUD) Development funds.

Information Systems Division (ISD)

Bay County Building
515 Center Avenue, suite 801
Bay City, MI 48708-5129
Telephone: (989) 895-4085
Fax: (989) 895-2070

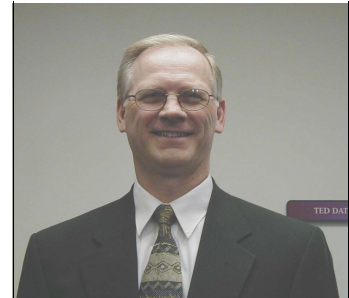
County government is no different than any other organization when it comes to the area of technology. The county recognizes the requirement to provide user departments with a centralized resource where they can receive assistance in creating innovative solutions to their needs through the use of technology.

Established in 1979, the Information Systems Division has been serving county departments in procuring hardware, software, and support for the various systems that serve departments and the public. It is also a major resource for maintaining both the county's Technology Plan and Disaster Recovery Plan.

The Information Systems Division's staff consists of: one director, one senior programmer/analyst, two programmer/analysts, two senior technical service coordinators, and two technical service coordinators.

The programmer/analysts are responsible for system analysis and programming of the internal systems maintained by the County. These individuals are responsible for over 1.25 million lines of code which maintain over 8,500 programs and files used by various departments.

The technical support area operates the county's centralized Help Desk operations and provides support for over 300 personal computers, over 40 terminals, over 250 printers, three IBM AS/400 computer systems, and five servers using Novell Netware or Windows NT operating systems.



Ted Datte
Director

Mosquito Control Program

810 Livingston Avenue
Bay City, MI 48708
Telephone: (989) 894-4555
Fax: (989) 894-0526

While mosquitoes can be quite a nuisance to porch sitters and picnickers alike, the primary reason behind this publicly funded program is to decrease the mosquito population so there is reduced risk of diseases transmitted by mosquitoes. The cornerstone of the Mosquito Control Program is the Biology



Tom Putt
Mosquito Control
Director

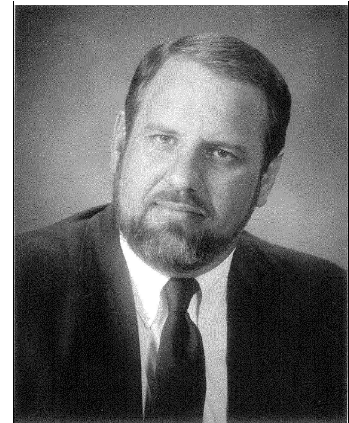
Division, whose main function is to determine timing and priority of treatment based on larval and adult mosquito surveys. The Biology Division also provides an extensive disease surveillance network coordinated through the Michigan Department of Public Health and Michigan State University to monitor mosquito-borne disease.

Female mosquitoes, house sparrows, and pheasants (the later two are natural indicators of mosquito-transmitted disease) are tested at the MDA lab in Lansing for Eastern Equine Encephalitis (EEE) and St. Louis Encephalitis (SLE). Furthermore, dead crows and blue jays are submitted to MSU for testing of the presence of the West Nile Virus (WNV).

The program controls adult mosquitoes and larva by seeking out and eliminating mosquito breeding sites and by using biological controls and insecticides. All residents and property owners can assist by eliminating breeding sites such as stagnant water collecting anywhere on their property. Mosquito Control is designed to promote a safe and healthy environment for county residents.

Michigan State University Extension

Bay County Building
515 Center Avenue, Suite 301
Bay City, MI 48708-5124
Telephone: (989) 895-4026
Fax: (989) 895-4217
E-mail: bay@msue.msu.edu
Website: msuextension.co.bay.mi.us



Howard Wetters
Director

Michigan State University Extension is a diversified educational, high technology organization serving residents throughout the county and Michigan. MSU is Michigan's "Land Grant" university which has the special charge of bringing research from campus to local communities for practical application to the needs of local communities and government. Michigan State University Extension holds leadership positions in its major program areas: Agriculture and Natural Resources; Children, Youth, and Family Programs; and Community and Economic Development. Extension is cooperatively funded by four major funding partners: the United States Department of Agriculture, the State of Michigan, local county government, and other cooperating agencies. Federal funding links Extension to national trends and issues affecting Michigan communities. State funding ensures that the needs of Michigan citizens are being met. Local funding means that Extension is in place to deal with the needs and issues in every county. Extension programs are very cost effective. They involve volunteers and community leaders who bring special expertise and knowledge to Extension programming to address our community's needs.

Programming Goals and Priorities

Extension's programming goals and priorities are jointly developed by local Extension Councils and Extension staff. Current program priorities include: making MSU Extension a catalyst for change in Bay County, helping families succeed through expanded in-home and community educational programs, and fostering communication between community leaders and county, city and township government. Extension programs link our local community to our state, and world through trained flexible staff who can adapt to serve our community's needs.

Agriculture and Natural Resources

Research-based information is used to help retain competitiveness for the varied agricultural industries in Bay County. Crop and soils, farm management, fruit and vegetable production, fertilization, water quality, environmental alternatives, variety test plots, pesticide applicator training, and many other programs bring the research from Michigan State University to be practically applied and increase the profitability of Michigan's farmers and foresters.

Community and Economic Development

This program area helps to provide information to enhance local and area decision making. Educational programs and technical assistance are provided to all levels of local community leaders. Leadership in local government, business and industrial development assistance, environmental impact associated with economic development, public policy education citizen planner, and other educational and technical assistance programs provide support to local units of government and local decision makers.

Family Consumer Sciences

Family Consumer Sciences (formerly known as Extension Home Economics) is where families receive valuable, timely and practical researched-based information to help them manage their resources and to make informed decisions. Money and resource maintenance, family relations, housing, home ownership and management, food and nutrition, Project F.R.E.S.H., parenting education, consumer education, the Breastfeeding Initiative, the Family Nutrition Program (FNP), ServSafe food preparation training, and many other programs provide assistance to Bay County residents.

4-H Youth Programs

Another portion of Children, Youth, and Family Programs, 4-H works with young people throughout Bay County helping them become self-directing, productive, and contributing members of society. Educational programs are provided by trained, dedicated, adult volunteers interacting with youth in a community setting. 4-H clubs, community service, environmental programs, community youth development, local, state and national citizenship programs, inter state and international and cross-cultural exchanges, leadership training, and 4-H school programs connect Bay County youth with the wider world through Michigan state University and the national and international programs it supports. In addition, 4-H Club Read and the 4-H Fun Zone provide after school programing in character education and childhood literacy through the AmeriCorp and VISTA community volunteer programs.



Bringing Knowledge to Life

Personnel and Employee Relations

Bay County Building
515 Center Avenue, Suite G102
Bay City, MI 48708-5121
Telephone: (989) 895-4098
Fax: (989) 895-2076
TDD/TTY: (989) 895-4049
Job Information Line: (989) 895-4095



Brian Redmond
Director

The Human Resources Department coordinates the hiring of employees for Bay County, negotiates labor contracts, deals with grievance procedures, provides fair and equal employment opportunities to current and future Bay County employees, and coordinates safety and training functions for employees. The department provides a hot line for those seeking information on current Bay County government job opportunities.

Prosecuting Attorney

Bay County Court Facility
1230 Washington Ave., Suite 768
Bay City, MI 48708-5737
Telephone: (989) 895-4185
Fax: (989) 895-4167



Joe Sheeran
Prosecuting Attorney

The prosecuting attorney is the chief law enforcement officer of the county. With help from assistant prosecuting attorneys, the prosecuting attorney reviews citizen and police complaints and decides if any criminal activity has taken place and whether to issue complaints. The Prosecuting Attorney represents the people in all criminal matters in Bay County District, Circuit, and Probate Courts and cases going through the Appellate Court System. Consumer protection, a popular county service that is directed by the Prosecuting Attorney, investigates complaints made by citizens about merchandise and services provided by Bay County businesses and assists Bay County businesses in investigating and prosecuting cases involving fraudulent checks.

Recreation Department

Created in 1994, the Division of Recreation and Youth Development is a strategic approach to assure our youth become successful contributors to the community. We've all heard "it takes a village to raise a child." We also know that to be successful, children need adults that care about them, who set firm standards for behavior, and demonstrate healthy beliefs and lifestyles. The combination of departments under the Recreation and Youth Development banner help Bay County carry out its mission to assist young people and families.



Tom Tonkavich
Director

Bay County Civic Arena

4231 Shrestha Drive

Bay City, MI 48708

Telephone: (989) 671-1000

Fax (989)671-9726

Constructed in 1997, the Bay County Civic Arena is a state-of-the-art facility offering two ice surfaces and space for various dry floor and other activities. It is the only facility in this region of Michigan that offers ice 12 months throughout the year.

An Olympic-sized ice surface (100' x 200') and a NHL sized ice surface (80' x 180') provide opportunities for hockey, figure, speed, and open skating. The quality of our ice is world renowned, having established a new world's record in short track speed skating during the Junior National Championships held in March 2001.

The facility offers concessions, an arcade area, pro shop and nine locker rooms. A community room can seat up to 75 people comfortably for birthday parties and other special events.

Working in partnership with the Bay County Hockey Association, the arena offers year-round hockey programming for youth of all ages. The Bay County Speed Skating Club and SK8 Bay Figure skating club offers lessons and advanced instruction in these exciting sports. Learn to Skate and Learn to Play Hockey programs are also offered for all ages.

Public Skating sessions are offered seven days a week. Noon skate is an excellent opportunity to workout on your lunch hour. An adults-only skate is held on Friday mornings offering social and recreational activities. On Friday and Saturday nights, public skates are perfect for middle school children looking for a fun activity with their friends. Saturday and Sunday afternoon skates are perfect for the whole family. Special theme skates are held periodically including the Halloween Scary Skate and special holiday skates. These events include disc jockeys, costume contests, and prizes.

The arena pro shop offers a variety of everyday and hard-to-find skating merchandise like hockey sticks, shafts, and blades. It also offers services like skate repair and sharpening. A concession area offers tasty snacks and beverages to enjoy during the many special events and skating sessions. An arcade area is also available.

The Civic Arena is open Monday through Friday, from 8:30 a.m. to 11:00 p.m., and on Saturday and Sunday, from 7:00 a.m. to 1:00 a.m. Note that these times may vary with special events.



Bay County Community Center

Veteran's Memorial Park
800 JFK Drive
Bay City, MI 48708
Telephone: (989) 894-0671
Fax: (989) 893-5532

Bay County Recreation operates the Community Center and swimming pool. It also coordinates other recreational programs like the summer youth park program, softball leagues, and basketball leagues. The Community Center offers a regulation size gymnasium with a basketball and volleyball courts. A

multi-purpose room offers space for basketball, meetings, and other large special activities. Banquet tables, folding chairs, and audio-visual equipment is available for use. Smaller meeting rooms are perfect for birthday parties, wedding and baby showers, and other small events. A weight room provides access to weightlifting, exercise bicycle, and treadmill equipment.

The Community Center is open Monday through Saturday, from 8:00 a.m. to 10:00 p.m., and Sunday, from 12:00 to 8:00 p.m.



Swimming Pool

Located in Veteran's Park adjacent to the Community Center, the pool offers residents seasonal swimming opportunities. Generally open from mid-June through late August, this regulation-sized pool includes a diving well and water slide. The pool is now equipped with a handicap lift to allow those with disabilities to have access. The water powered lift is easy to operate. It has hands-on controls, floating arm rests, and overhead trapeze bar. Members of the staff are always ready to assist in the use of the lift.

Local swimming associations use the pool for practice and meets. Swimming lessons are offered for all ages. Open swim and unlimited use of the water slide are available for a nominal cost. Special activities like water aerobics, family nights, and beach nights are offered periodically throughout the season.

The pool is open, during swimming season, Monday through Friday, from 12:00 to 7:00 p.m., and Saturday and Sunday, from 12:00 to 5:00 p.m.



Special Programs and Activities

Throughout the year, the Community Center offers a range of activities for all ages. Examples of programs include:

- ◆ **Birthday Parties** (2 hours, ages 5 and up) includes fun, games, pizza, and lemonade.
- ◆ **Creative Movement** (ages 3 to 5 years) – a great way for children to enjoy the world of dance in a fun environment.
- ◆ **Irish Tap** (ages 10 to 14 years) – learn the beginning steps to this latest dance craze. No dance experience required.
- ◆ **Dance Fun** (all ages and abilities) – discover what dance is all about! Explore different techniques and styles.
- ◆ **Summer Youth Park Program** (ages 6 to 12 years) – lots of fun activities for children like arts and crafts, field trips, swimming, ice skating, computers, and educational activities.
- ◆ **Therapy Companion** – is a class that will get you and your dog prepared for nursing home visits.

Please call the Community Center for more information about these programs.

Bay County Golf Course

584 West Hampton Road
Essexville, MI 48732
Telephone: (989) 892-2161 (Clubhouse)
(989) 892-2355 (Maintenance)

This popular and beautifully maintained 18-hole course is generally open for public play from mid- April through mid-November, depending on weather conditions. This par 72 course offers a combined total of 6,557 yards with a slope rating of 119 . The course offers rental carts, a full service pro shop, and a limited service snack shop.



The pro shop stocks a variety of popular and some hard-to-find items like putters, drivers, golf balls, gloves, and shoes. It also offers a line of clothing for both men and women including the popular logo on sweatshirts, wind shirts, and hats. Our PGA Class A professional is also certified as a Titlelist Custom Club fitter. Custom clubs can be ordered through the shop and are generally delivered within about one week. Custom fitting is available at a slight charge if a customer purchases their clubs elsewhere.

The course hosts a number of local golf leagues and special events. Each year a “County Champion” is named following the men’s, women’s, and junior golf tournaments. Tee time reservations can be made up to seven days in advance.

The golf course is very proud of its contribution to youth development. Working in partnership with every other golf facility in the community, hundreds of youth participate in the Bay County Junior Golf

Program. This program provides basic instruction in golf etiquette and technique at a very low cost. A series of tournaments provide young people with an important opportunity to showcase their newfound skills.

The golfing season runs from mid-April through mid-November. The golf course is open for business from sunrise to sunset during this time.

Register of Deeds

Bay County Building
515 Center Avenue, Suite 102
Bay City, MI 48708-5122
Telephone: (989) 895-4228
Fax: (989) 895-4296



Barb Dufresne
Register of Deeds

The Register of Deeds is the official recorder and custodian of all legal documents pertaining to transfers and encumbrances of real property within Bay County. Duties of the Register are prescribed by Michigan State Statutes.

All real estate records are housed in the Register of Deeds office. They are a public record and available to the public for research. The real estate records are often used by the public for family history research. They are also used by professional researchers doing title work. There are no time constraints on research hours. The records are available from 8:00 a.m. until 5:00 p.m., Monday through Friday.

The Register of Deeds office films all documents and processes the film daily. The microfilm department has a dual-head, 35 mm camera, a micrographic reader/printer, processor, film splicer, and a reviewing reader. Filmed copies of all recorded documents are stored on microfilm. They are available for viewing or copying. Another complete set of documents on microfilm, the “security set”, is stored off-site in underground, climate-controlled storage. Records indicate that 188,000 documents have been recorded since 1985.

When Real Estate records are recorded, they become a permanent record; a part of a “chain of title” or history of the real estate. People doing research on real estate must follow the chain of title to ascertain if the real estate has encumbrances on it. Since 1985, 300,000 properties have been recorded. The Register of Deeds indexes real estate documents by Grantor/Grantee which is buyer-seller. Beginning in 1985, the Grantor/Grantee index became computerized. Since 1985, 559,000 names have been indexed. Before 1985, the index was alphabetically stored on index cards. The indexes before 1958 are located in the original index books which are still in use. Bay County real estate records begin in 1853 when Bay County was established and separated from Saginaw and Arenac Counties.

Staff includes the elected Register of Deeds, an appointed Deputy Register of Deeds, and four clerks. Besides real estate records, the Register of Deeds office also files Uniform Commercial Code liens, IRS liens, MESC liens, MI Department of Treasury liens, and other liens against both personal and real property. The Register of Deeds office performs UCC searches on these filings charging a search and copy fee.

Bay County Road Commission

2600 East Beaver Road
Kawkawlin, MI 48631
Telephone: (989) 686-4610
Fax: (989) 686-4620

A three-member County Road Commission is elected by the citizens of Bay County and is charged with the construction and maintenance of all county roads, now totaling over 1,023 miles. This does not include any city streets or state highways. The commission is independent of the County Board of Commissioners because it has a separate source of money provided by state taxes collected on motor vehicle licenses and fuels. The Road Commission does not have the authority to levy or increase property taxes and receives no direct property tax revenues. The Road Commission is also responsible for overseeing the Department of Water and Sewer.



Bay County Sheriff

Law Enforcement Center
503 Third Street, Bay City, MI 48708
Telephone: (989) 895-4050
Fax: (989) 895-4007

The sheriff is in charge of maintaining peace throughout the county. The sheriff operates the county jail, executes court orders, serves civil papers and criminal warrants, make arrests, and detains accused offenders. Criminal violations are investigated by the Sheriff's Department, which also provides support to other local police agencies when requested. The sheriff's office also issues permits to purchase hand guns, registers hand guns, conducts vehicle inspections and liquor license inspections, and investigates violations of the liquor law.

The Sheriff's Department also patrols the waterways of the county, provides marine safety classes, conducts marine safety inspections, and provides emergency service including search and rescue operations. In addition, enforcement of snowmobile laws falls under the control of the Sheriff's Department.



**John Miller
Sheriff**

Bay County Treasurer

Bay County Building
515 Center Avenue, Suite 103
Bay City, MI 48708-5122
Telephone: (989) 895-4285
Fax: (989) 895-4082

The job of treasurer goes far beyond being the county tax collector and keeper of county funds. Besides receiving all county monies, investing reserve funds, and collecting delinquent property taxes, the county treasurer also sells property on which taxes are unpaid, sells and distributes dog and cat licenses to local units of government, and certifies deeds and plat maps and other documents concerning tax histories and litigations.

The county treasurer serves on several boards, including the county Election Commission and the Plat Board. The Board of Commissioners may also assign the Treasurer additional duties such as serving on the Building Authority, Library Commission, local development companies, economic development corporations, or acting as administrative agent for tax administration funds.



Jeanette Neitzel
Treasurer

Veteran's Affairs Office

Bay County Building
515 Center Avenue, Suite 201
Bay City, MI 48708-5123
Telephone: (989) 895-4189

Jobs Assistance

Telephone: (989) 895-4188
Job placements for veterans – casual labor only.

Financial Assistance

Telephone: (989) 895-4189
Temporary emergency assistance for Veterans and families from Michigan Veterans Trust Fund and Soldier Sailor Relief.

Military Assistance

Telephone: (989) 895-4190

Provides assistance in applying for all VA benefits for veterans, widows, and children.

Youth Development Programs

Bay County Youth Development offers a variety of special programs for young people experiencing difficulties with anti-social behavior.

Bay County Juvenile Home

520 West Hampton
Essexville, MI 48732
Telephone: (989) 892-4519
Fax: (989) 892-4419



Tom Tonkavich
Director

As a 30-bed secure juvenile detention facility, the juvenile home is specifically designed for youthful offenders. Youth aged 10 to 17 years old are admitted only by court order. The program is designed to motivate young people to behave in socially appropriate ways both in the facility and upon release. Most youth remain in the facility for short periods of time, generally less than 30 days. In some cases, youth awaiting placement in a treatment facility may stay longer.

While in the facility, young people participate in an academic school program operated by the Bay Arenac Intermediate School District. Daily school attendance is required with academic services offered year-round. The facility also provides nutritious meals, a variety of social and recreational activities, and informal counseling for youth and family members. Parents are allowed to visit their children twice each week.

Juvenile Division Services

Working in partnership with the Prosecutor's Office and the Boys and Girls Club of Bay County, the Fast Track program is designed to divert youth from the more formal aspects of the juvenile justice system. By becoming a member of the Boys and Girls Club and completing community service work activities, young people experience the consequences for their wrongful behaviors. They are also linked up with caring adults who provide informal counseling and access to the club programs. A formal evaluation of the program has demonstrated that it reduces recidivism by over 25%. Referrals to the program are made by the Prosecutor's Office and are limited to youth engaged in non-violent, non-gang related criminal activities.

Community Corrections

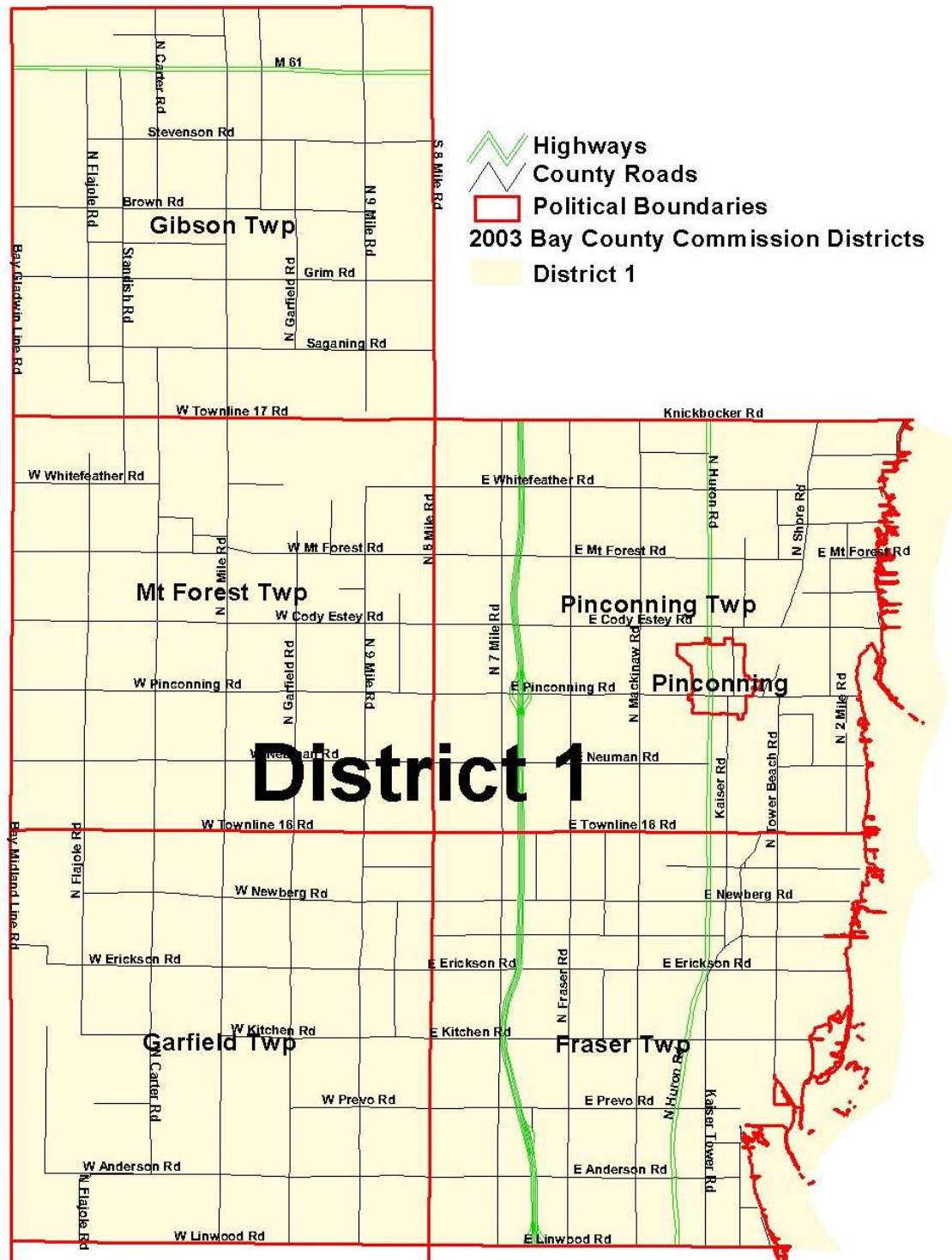
Law Enforcement Center
503 Third Street
Bay City, MI 48708
Telephone: (989) 895-4112
Fax: (989) 895-4007

Over 25% of the adults convicted of criminal offenses have a history of juvenile crime. Incarceration is very expensive and ultimately we seek to rehabilitate our offenders. The Bay County Office of Community Corrections operates under the auspices of Public Act 511 reduce prison admissions for nonviolent offenders and improve jail utilization while maintaining public safety and reducing recidivism. Working closely with the courts, probation offices, and local community resources, Community Corrections offers access for offenders to needed services.

Grant funds obtained through PA 511 provide substance abuse evaluations and treatment. These

services assist the sentencing process and help offenders gain and maintain their sobriety. Community Service Work activities provide an opportunity for low-risk offenders to repay the community for their wrongful acts while maintaining employment in the community. A “zero tolerance” drug-testing program provides immediate and graduated sanctions for non-violent offenders at risk of violating their probation. A new Cognitive Change program provides intensive outpatient treatment to address criminogenic needs and thinking to reduce recidivism. Working closely with Michigan Works, offenders are provided access to employment services. A new partnership with the Bay Arenac Intermediate School District provides education for jail inmates and offenders on probation.

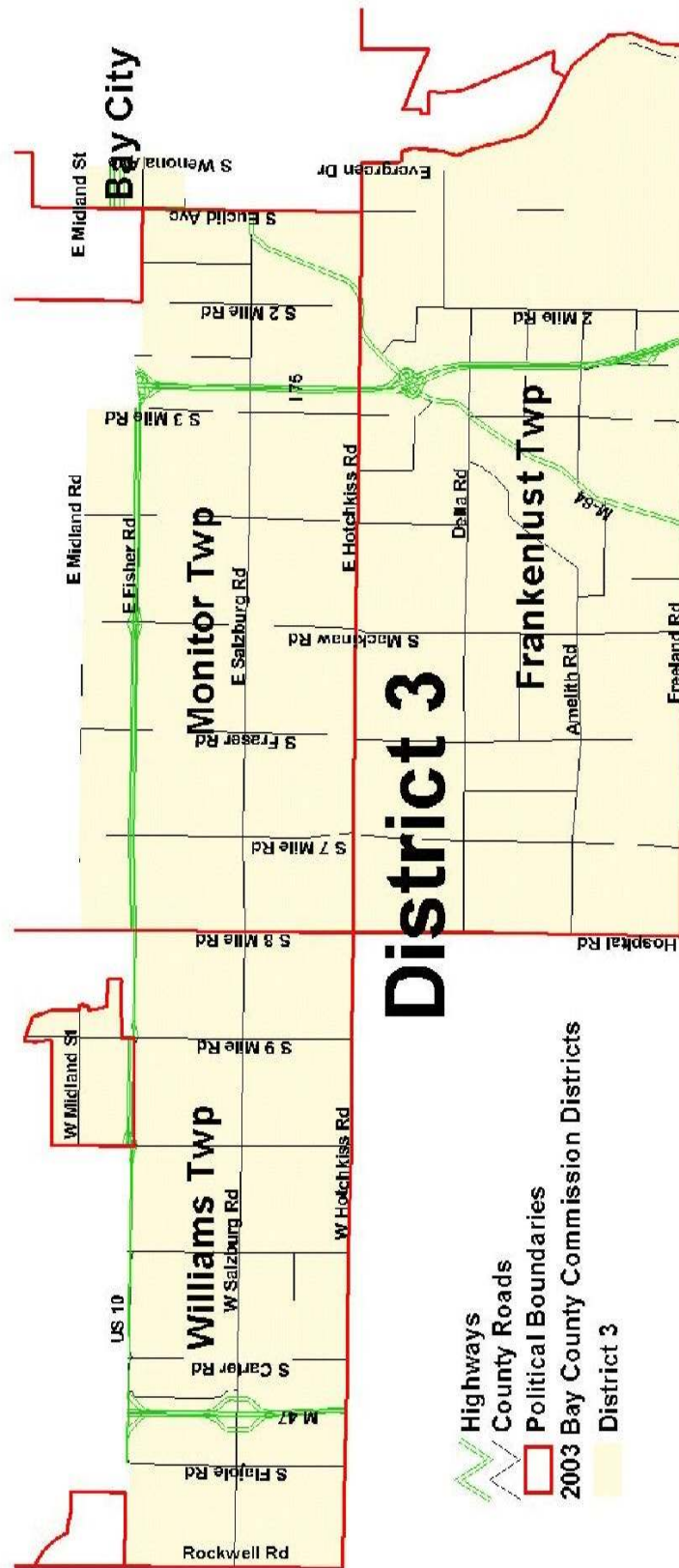
Appendix A – Commissioner Districts



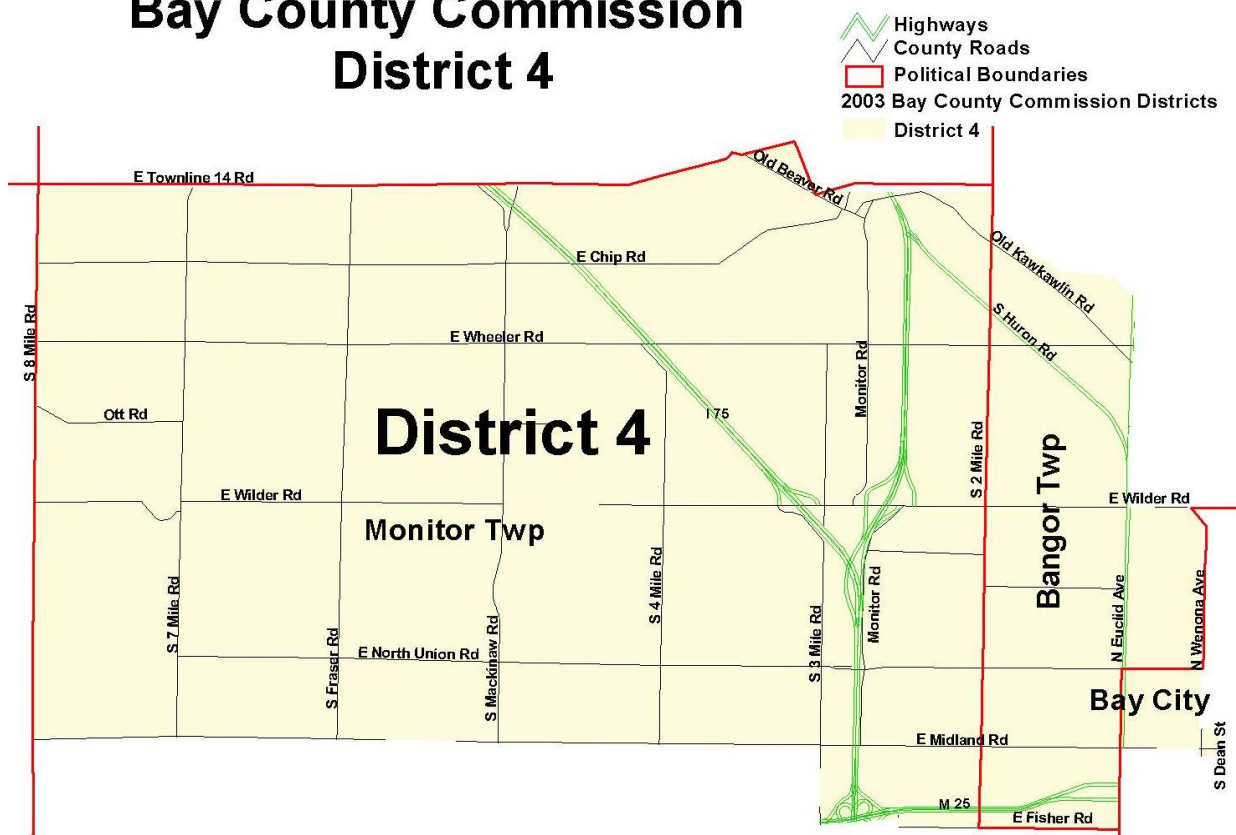
Bay County Commission District 2

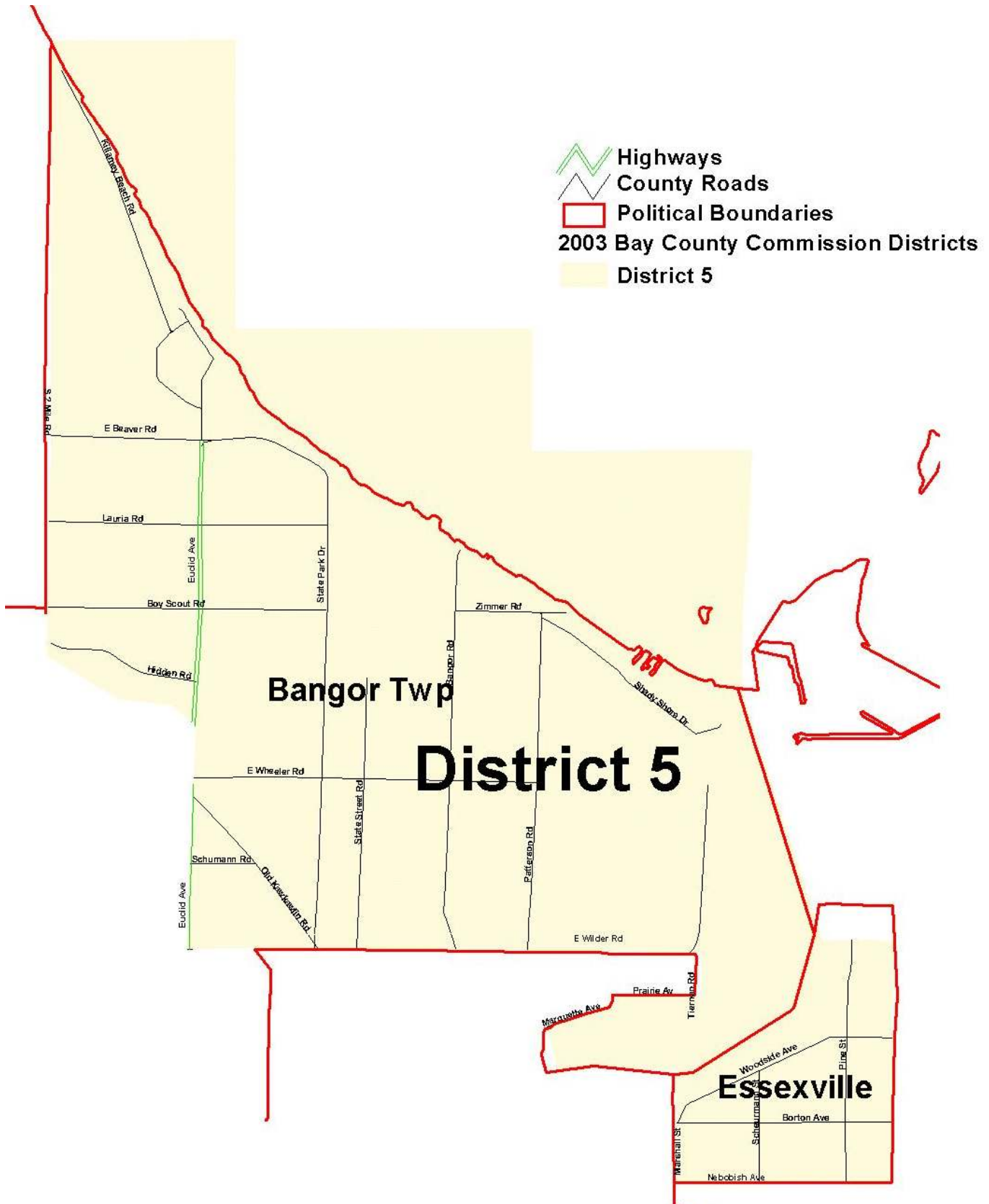


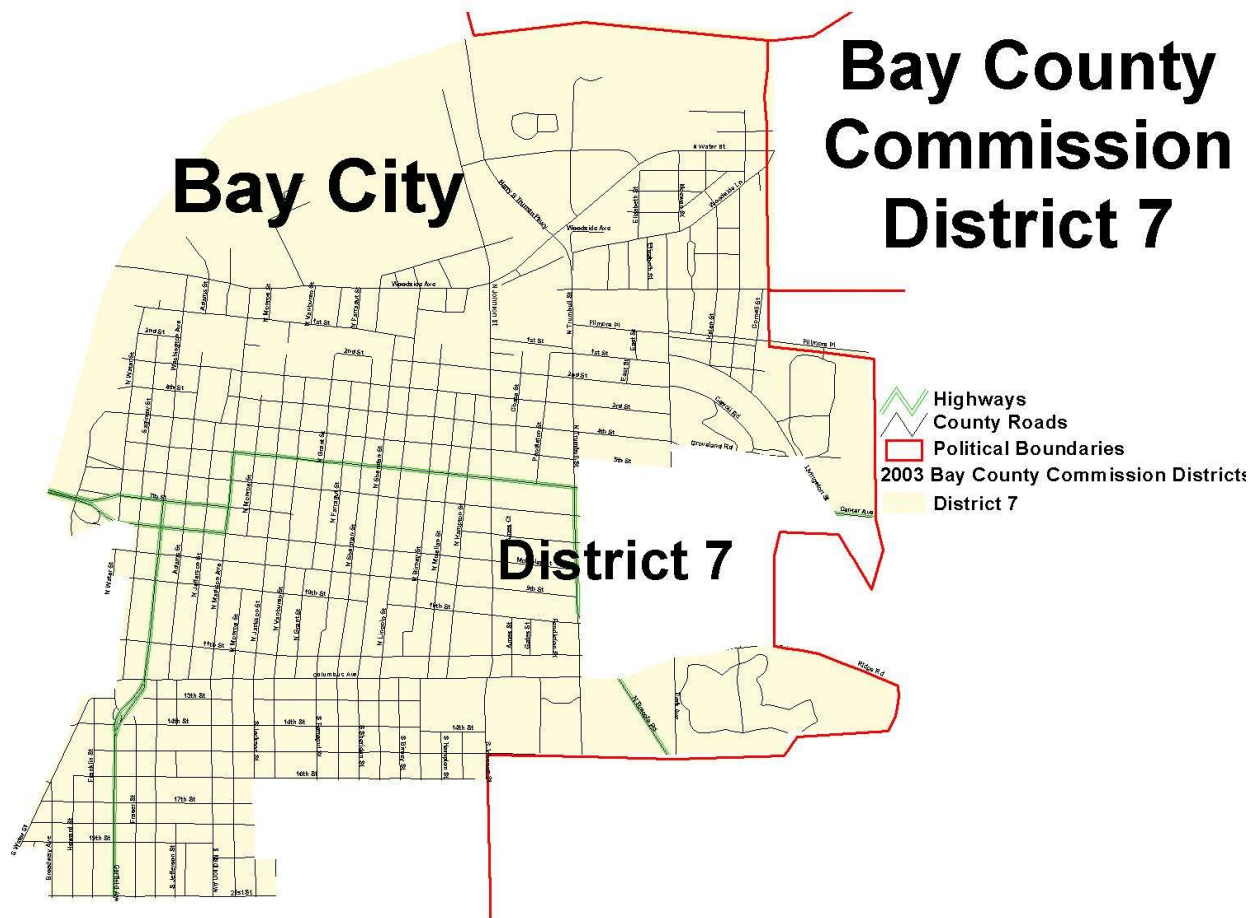
Bay County Commission District 3



Bay County Commission District 4







Appendix B – Telephone Directory

All area codes are (989) unless otherwise noted.

18th Judicial Circuit Court				Judge Bielawski	895-4224
Administration	895-4265			Judge Caprathe	895-4267
Clerk of the Court	895-2066			Judge Schmidt	895-4270
Friend of the Court	895-4295			Jury Clerk	895-4272
Judge Bielawski	895-4224			Jury Commission	895-4272
Judge Caprathe	895-4267			Office of Assigned Counsel	895-4127
Judge Schmidt	895-4270			Probation	895-4250
Jury Clerk	895-4272			Civic Arena	671-1000
Jury Commission	895-4272			Community Center	894-0671
Office of Assigned Counsel	895-4127			Community Corrections	895-4142
Probation	895-4250			Consumer Protection	895-4139
74th District Court 895-4232				Corporation Counsel/Risk Manager . . .	895-4131
Administration	895-4235			County Clerk	895-4280
Administrative Aide	895-4236			County Drain Commissioner	895-4290
Assignment Clerks	895-4202			County Executive	895-4130
Civil	895-4203			County Register of Deeds	895-4228
Criminal	895-4229			County Sheriff	895-4050
Judge Alston	895-4237			County Treasurer	895-4285
Judge Kelly	895-4241			Criminal Defense/Public Defender . . .	895-4170
Judge Newcombe	895-4238			District Court	895-4232
Jury Clerk	895-4242			Administration	895-4235
Magistrate	895-4231			Administrative Aide	895-4236
Probation	895-4275			Assignment Clerks	895-4202
Traffic	895-4232			Civil	895-4203
911/Central Dispatch	895-4051			Criminal	895-4229
Emergencies	911			Judge Alston	895-4237
ADA Coordinator	895-4130			Judge Kelly	895-4241
TDD/TTY	895-4049			Judge Newcombe	895-4238
Administrative Services	895-4130			Jury Clerk	895-4242
Americans with Disabilities Act	895-4130			Magistrate	895-4231
Animal Control	894-0679			Probation	895-4275
Behavioral Health Authority	895-2219			Traffic	895-4232
Bay County Market	893-0541			Division on Aging	895-4100
Bay Medical Care Facility	892-3591			Bangor Senior Center	684-6956
Board of Commissioners	895-4120			Farragut Rainbow Center	892-6605
Building Authority	895-4120			Fraser Sunshine Center	697-3001
Buildings and Grounds	895-4097			Hampton Happy Hearts Center	895-5968
Central Dispatch	895-4051			Kawkawlin Township Hall	686-5127
Emergencies	911			Mt. Forest Township Hall	879-4352
Non-Emergencies	892-9551			Riverside Friendship Center	893-7070
Circuit Court				Williams Township Hall	662-6521
Administration	895-4265			Drain Commissioner	895-4290
Clerk of the Court	895-2066			Emergency Services	895-4112
Friend of the Court	895-4295			Environmental Affairs and	

Community Development	895-4135	4-H Youth Programs	895-4026
Equalization	895-4075	Successful Futures	895-2004
Executive	895-4130	Maintenance	895-4097
Fairgrounds (to schedule events)	895-4097	Mail Room	895-4197
Finance Department	895-4030	Mosquito Control	894-4555
Friend of the Court	895-4295	Ombudsman	895-4134
GIS	895-4064	Pinconning Park	879-5050
Golf Course	892-2161	Planning/Transportation	895-4110
Gypsy Moth	895-4195	Probate Court	895-4205
Health Department		Administrator	895-3161
Administration	895-4001	Day Treatment Program	892-0589
Childhood Lead Poisoning		Estates Division	895-4205
Prevention	895-2039	Great Program	894-9955
Children's Special Health		Judge Tighe	895-4205
Care Services	895-4005	Juvenile Court	895-4206
Communicable Diseases	895-2018	Juvenile Intensive Probation	895-2083
Environmental Health	895-4006	Personnel and Employee Relations	895-4098
Family Planning	895-4015	Jobs Hotline	895-4095
Health Screening (HIV/STD)	895-4003	Prosecutor's Office	4185
Home Health Care	895-4005	Consumer Protection	895-4139
Immunization Clinic	895-4009	Recreation Barn	893-5601
Laboratory	895-4013	Recreation and Youth Development	895-3259
Maternal/Infant Support Services	895-4004	Register of Deeds	895-4228
Medicaid Advocacy and Outreach	895-4008	Remonumentation	895-4138
MIChild/Health -		Road Commission	686-4610
Kids Health Insurance	895-4008	Senior Dining Centers	See <i>Division on Aging</i>
Pinconning Clinic	879-3081	Sheriff's Department	895-4050
Public Health Nursing	895-4009	Soil Erosion	895-4128
Successful Futures	895-4217	State Representative, 97th District	895-2074
WIC	895-4002	Toll Free (Lansing)	866-737-0096
Housing Commission/		Telecommunications Device	
Center Ridge Arms	895-8191	for the Deaf – TDD	895-4049
Housing Rehabilitation	895-4138	Transportation Planning	895-4064
Information Systems	895-4085	Treasurer	895-4285
Juvenile Home	892-4519	Veteran's Office	895-4189
Library System		Water and Sewer Department	684-3883
Administration Office	894-2837	Automated Phone System	684-3891
Auburn Area Branch Library	662-2381		
Bay City Branch Library	893-9566		
Book Mobile	895-8383		
Dial-A-Story - Bay City	894-0882		
Dial-A-Story - Pinconning	879-5282		
Pinconning Branch Library	879-3283		
Sage Branch Library	892-8555		
Southside Branch Library	893-1287		
Hearing Impaired/TDD	893-7052		
MSU Extension	895-4026		

Appendix C – Bay County Fax Directory

All area codes are (989) unless otherwise noted.

911/Central Dispatch	892-3744	Recreation/Youth Development	892-4419
Administrative Services	895-7658	Register of Deeds	895-4296
Animal Control	894-0129	Riverside Kitchen	893-3922
Bay Medical Care Facility	892-6991	Road Commission	686-4620
Board of Commissioners	895-4226	Sheriff's Department	
Building Authority	895-4226	Intake	895-4065
Building and Grounds	895-4222	Records	895-4007
Circuit Court	895-4099	Water and Sewer	684-5510
Civic Arena	671-9726		
County Clerk	895-4284		
County Executive	895-7658		
County Register of Deeds	895-4296		
County Treasurer	895-4082		
Community Center	893-5532		
Community Corrections	895-4007		
Corporation Counsel	895-7658		
Criminal Defense	895-4174		
District Court	895-4233		
Division on Aging	895-4094		
Drain Commissioner	895-4292		
Emergency Services	895-7658		
Environmental Affairs	895-4068		
Equalization	895-4078		
Finance	895-4039		
Friend of the Court	895-4220		
GIS	895-4068		
Golf Course	892-0103		
Gypsy Moth	895-4068		
Health	895-4014		
Infant/Maternal Infant Support	895-2073		
Successful Futures	895-2073		
Housing Commission	895-7419		
Housing Rehabilitation	895-4068		
Information Systems	895-2070		
Juvenile Court	895-4194		
Juvenile Home	892-4419		
Library System	894-2021		
MSU Extension	895-4217		
Mosquito Control	894-0526		
Personnel and Employee Relations	895-2076		
Pinconning Park	879-4715		
Planning/Transportation	895-4068		
Probate Court	895-4194		
Prosecutor	895-4167		

Appendix D – Bay County City and Township Directory

Cities

City of Auburn

City Hall
113 East Elm Street
Auburn, MI 48611
Telephone: (989) 662-6761

City of Essexville

City Hall
1107 Woodside Avenue
Essexville, MI 48732
Telephone: (989) 893-0772

City of Bay City

City Hall
301 Washington Avenue
Bay City, MI 48708
Telephone: (989) 894-8168

City of Pinconning

City Hall
208 Manitou Street
Pinconning, MI 48650
Telephone: (989) 879-2360

Townships

Bangor Township

180 State Park Drive, Bay City, MI 48706
Telephone: (989) 684-8931

Kawkawlin Township

1836 East Parish Road, Kawkawlin, MI 48631
Telephone: (989) 686-8710

Beaver Township

1850 Garfield Road, Auburn, MI 48611
Telephone: (989) 662-4988

Merritt Township

48 East Munger Road, Munger, MI 48747
Telephone: (989) 659-2136

Frankenlust Township

2401 Delta Road, Bay City, MI 48706-9340
Telephone: (989) 686-5300

Monitor Township

2483 East Midland, Bay City, MI 48706
Telephone: (989) 684-7203

Fraser Township

1474 North Mackinaw Road, Linwood, MI 48634
Telephone: (989) 697-3820

Mt. Forest Township

1705 W. Cody-Estey Road, Pinconning, MI 48650
Telephone: (989) 879-7575

Garfield Township

1138 West Erickson, Linwood, MI 48634
Telephone: (989) 879-2552

Pinconning Township

1751 E. Cody-Estey Road, Pinconning, MI 48650
Telephone: (989) 879-4018

Gibson Township

7214 North Main Street, Bentley, MI 48613
Telephone: (989) 846-4933

Portsmouth Township

1711 West Cass Avenue, Bay City, MI 48708
Telephone: (989) 892-7221

Hampton Township

801 West Center Road, Essexville, MI 48732
Telephone: (989) 893-7541

Williams Township

1080 West Midland Road, Auburn, MI 48611
Telephone: (989) 662-4408